

*Eric Tiso*

FROM	NAME & TITLE	ERIC W. TISO, SITE PLAN REVIEW COMMITTEE CHAIR
	AGENCY NAME & ADDRESS	LAND USE AND URBAN DESIGN DIVISION DEPARTMENT OF PLANNING 417 EAST FAYETTE STREET, 8 <sup>TH</sup> FLOOR
	SUBJECT	SITE PLAN REVIEW COMMITTEE MINUTES FOR OCTOBER 20, 2010

CITY of  
BALTIMORE  
**MEMO**



TO Chief John Carr, Fire Department  
Mr. Stanford Leach, Parking Authority  
Mr. Kirkland Gabriel, DOT TEC  
Ms. Valorie LaCour, DOT Planning  
Mr. John Thumbi, DOT Traffic  
Mr. Bill Beatty, Department of General Services  
Dr. Nollie P. Wood Jr., Mayor's Office  
Ms. Miriam Agrama, DHCD Plans Examining  
Mr. Geoff Veale, Zoning Administrator  
Mr. David Tanner, BMZA

DATE: October 27, 2010

In attendance were:

- Eric Tiso, Gary Letteron, and Martin French for the Department of Planning;
- Mariam Agrama, John Igwe and Milan Rai for HCD Plans Examining;
- Kirkland Gabriel, John Thumbi and Scott Adams for the Department of Transportation;
- Stanford Leach for the Parking Authority;
- Dr. Nollie Wood, Jr. for the Mayor's Commission on Disabilities; and
- James Carroll for the Department of Public Works.

## **Agenda**

1. **6411 Fort Smallwood Road – Proposed Royal Farms**

## **6411 Fort Smallwood Road – Proposed Royal Farms**

**Zoning:** M-3

Plans Date: 15 Oct 2010

**Block/Lot:** 7004/13&14

**Urban Renewal:** None

**Environmental:** Forest Conservation, Stormwater Management

**Historic:** None

**Total Site Area:** ±333,754 sqft (Lot 14)

**Gross Square Footage:** ±5,125 sqft

In addition to Committee Members and Planning staff, in attendance was:

- Caroline Hecker, RMG;
- Steve Warfield, Matis Warfield Engineers
- Jeff Bainbridge, Royal Farms; and

### **Project Summary:**

This site is currently a heavy industrial site, and a portion is proposed to be developed for a new Royal Farms Store with gasoline service.

### **Comments & Issues:**

- Plans/Permits Requirements:
  - The size of the building will require a sheer wall detail in the permit submission plan set. For the permit set, please show the property lines more clearly, as well as the footprints of surrounding buildings.
  - If the fence at the perimeter of the site is new, include the fence and footers as a detail in the permit submission set.
  - The site is served by public water, but requires septic service. The proposed drainage field is located at the other end of the site, and is uphill. Pumping will be required. This arrangement is necessary due to the high water table on this site. The risk of fuel spills is also a concern.
- Environmental/Landscaping:
  - Contact the stormwater reviewers with the Department of Public Works to ensure that the proposed plan will meet their requirements. A green roof element will be included in the building design. An underground facility may still be needed.
  - The proposed amount of disturbance should exceed 20,000 sqft of area. Work with Gary Letteron in the Office of Sustainability (410-396-4369) to coordinate landscaping that will meet program requirements.
- Parking/Traffic:
  - The corner lot (#13) is owned by BGE and currently has a transformer. The owners of Lot #14 currently have a cross-access easement to use a portion of Lot #13 for circulation. A portion of Lot #13 will be used for the parking lot of the proposed Royal Farms Store. This area is necessary for tanker truck circulation, and for auto circulation to/from the gas pumps.
  - More clearly show the stop bars exiting the site onto Fort Armistead Road (two locations) and Fort Smallwood Road. Add a stop bar in the rear of the building halting southbound cars for vehicles entering the northeastern driveway from Fort Armistead Road.

- A median break is proposed on Fort Armistead Road to allow turns into and out of the site. Contact Jamie McDonald at 410-396-6915 for more information.
- Accessibility:
  - The sidewalk is being extended around the street edge of the site for improved site access. Ensure that ADA ramps in sidewalks are oriented directly across intersections, not pointed to the center of the intersection.
- Zoning Analysis/Board of Municipal and Zoning Appeals (BMZA):
  - Per §7-407 in the Zoning Code, Gasoline Service Stations are a conditional use requiring approval from the Board of Municipal and Zoning Appeals (BMZA). Contact Martin French in Planning (410-396-1354) to coordinate your appeal.

**Next Steps:**

- Submit two complete paper sets of revised plans and one set in .pdf format for final approval and stamp.

**NOTE:**

- **Approvals of site plans are contingent upon the applicant fulfilling all the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Critical Area and related environmental controls, Traffic Impact Study requirements, and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**